



DRAFT

**NEIGHBORHOOD ENHANCEMENT COMMISSION
REGULAR MEETING**

**Thursday, July 13, 2006
Civic Center Conference Room
3rd Floor One Civic Center
7447 E. Indian School Road**

PRESENT: John Shultz, Chairman
Patricia Badenoch, Vice-Chair
Lisa Haskell, Commissioner
John Horwitz, Commissioner
Aaron Kern, Commissioner
Jim Pompe, Commissioner
Christine Schild, Commissioner

STAFF: Joanie Mead, Neighborhood Education Manager

CALL TO ORDER/ROLL CALL

Chairman Shultz called the meeting to order at 5:37 p.m. A roll call confirmed the presence of Commissioners as noted above.

1. Approval of June 8, 2006 Minutes.

Ms. Mead requested that in the third paragraph of page six, the words "less than" should be inserted in front of "15 years of age."

COMMISSIONER SCHILD MOVED TO APPROVE THE MINUTES OF THE JUNE 8, 2006 MEETING AS AMENDED. VICE-CHAIR BADENOCH SECONDED THE MOTION, WHICH CARRIED WITH A VOTE OF SEVEN (7) TO ZERO (0).

2. Update and Discussion Following City Council action regarding Neighborhood Enhancement Partnership Program Guidelines and Neighborhood Enhancement Commission Roles and Responsibilities.

Ms. Mead presented a document entitled Presentation Points for the Council Meeting. Explaining that it consisted of specific points pulled from the Council Action Report provided to Councilmembers., Ms. Mead reported that they received an email on

Tuesday from Mike Merrill requesting that the NEP Program Guidelines be pulled from the consent agenda.

Ms. Mead recalled that it was pulled from the Consent Agenda for discussion and Chairman Shultz went through the presentation points answering questions by City Council. A video of the discussion is available at the City's website.

Chairman Shultz reported that the outreach issue came up during the discussion, and on several occasions he stressed to the Council members that staff had been highly professional and perceptive in their responses to all questions raised by the Commission. He indicated that he would like to provide City Council with an update following their funding cycle in December or January.

Commissioner Haskell commented that Chairman Shultz did an excellent job, especially on such short notice. She opined that Mr. Merrill's request that the Commission review other ways to approach the public was not unreasonable.

Commissioner Kern opined that the last Commission meeting was excellent, stating that the new Guidelines reflect everyone's input.

Commissioner Schild stated that Chairman Shultz did an excellent job answering City Council's questions about the Guidelines, reporting that she emailed Council the next morning, thanking them for approving the NEC Guidelines. She also pointed out that recent Commission outreach efforts included staff's participation in the neighborhood canvassing event along with having a booth at the GAIN Kickoff event.

Commissioner Horwitz suggested that the Commission coordinate with each other prior to updating City Council on specific issues or projects of interest in the future.

Outreach Marketing Suggestions:

Chairman Shultz suggested that they approach facilities such as the Foothills and Mustang Libraries, Citizen Centers, Parks & Recreation, etc. Discussion ensued regarding whether or not taking the Outreach issue on the road would increase meeting attendance.

Commissioner Haskell suggested that when the City does neighborhood reviews regarding code violations, they should provide the Commission with suggested neighborhoods in need. Discussion followed regarding previous outreach methods initiated by Darlene Peterson, Nancy Cantor, and Sonnie Stevens, such as articles in the newspaper and utility bill inserts.

In response to Commissioner Schild's inquiry about advertising in Leisure Lifestyles, Ms. Mead reported that they had not advertised there recently. Commissioner Schild suggested that the Commission advertise the grant program under the Community Service section of Leisure Lifestyles in advance of both funding cycles.

Commissioner Haskell suggested that they approach Weldon Johnson regarding writing an article on the newly approved Commission Guidelines and the allowance for larger projects.

Commissioner Horwitz suggested that they promote through the Pennysaver for free, or place an ad in the Scottsdale section of the newspaper. Chairman Shultz suggested that they advertise on Channel 11 by preparing a 15-minute PSA, which could include photos of residents who have completed the program. Ms. Mead agreed to look into advertising on Channel 11.

Commissioner Pompe suggested that the Tribune write a follow-up to their last article on the Neighborhood Enhancement Commission. Commissioner Haskell reported that Johnathan Athens would be the correct contact person at the Tribune.

Chairman Shultz suggested that they target offsite road shows by sending specific neighborhoods a letter informing them that the Commission will be in the neighborhood, inviting them to invite them to participate in the grant program. Discussion ensued regarding Commissioners distributing the same letter to their own neighborhoods.

Ms. Mead presented suggestions made by Judy Register and Ed Gawf after City Council's meeting July 11, 2006:

1. The next time the NEP Guidelines are reviewed, the Commission needs to publicize the NEC public hearings on the Guidelines
2. Create an evaluation form for input and improvement suggestions from applicants once they have completed the process.

Ms. Mead reported that she already has applicants fill out an evaluation once they complete the workshop and could create an evaluation following completion of the grant process.

3. Seek input from the Housing Board or arrange a joint meeting to discuss the Guidelines.
4. Consider publicizing the grants that are awarded in the Revitalization Update prepared by Shannon Wallace.
5. Publicize the grants awarded in City Council Updates—in an article by Weldon Johnson covering what the specific projects are accomplishing.
6. Have different locations for monthly meeting—Mr. Gawf pointed out that having a meeting in a park or public meeting room would provide larger public access and awareness.

Discussion ensued regarding increased awareness resulting from City Council addressing the NEP program at their public hearings. Chairman Shultz stated that they could request that the applicants attend those hearings to speak should the Guidelines ever get pulled in the future.

Fall Grant Cycle Session Preparation:

Ms. Mead reported that the grant program budget is starting with \$75,000, and there will be no carryovers from the last fiscal year or caps on possible grant awards in this new fiscal year. The applicants from the fall session will be heard at the December 14, 2006

Neighborhood Enhancement Commission meeting. Orientation workshops will be held in September and the application deadline is set for early November. Ms. Mead reported that the NEC fall applicants are already scheduled on the Preliminary Planner for City Council 's January 16, 2007 meeting.

Ms. Mead stated that during August staff would modify the application and prepare a brochure promoting the new Guidelines, submitting them to the Commission for comment before the next meeting in September. She pointed out that they need to be printed before the September workshops. Ms. Mead reported that staff would then notify everyone in their database, and previous applicants, of the new Neighborhood Enhancement Partnership Program and the upcoming workshops.

Chairman Shultz suggested they have a short Commission meeting before the workshop begins to introduce the Commissioners to the applicants, to review the new brochure and application, and to explain the grant process. Ms. Mead reported that the Workshops are usually held from 6:30 p.m. to 8:00 p.m. at the Mustang Library, the Design Studio, or the Pinnacle Room.

Commissioner Schild suggested that they hold their December 14, 2006 meeting offsite, wherein they review grant applications. Chairman Shultz requested that Ms. Mead schedule offsite meeting places for a couple of meetings at the end of the year.

Commissioner Horwitz pointed out that in the past, it usually took two days in December to review grant applications. The number of applications will depend upon how much program advertising is done.

Commissioner Pompe suggested that the Commission appoint two members to review the brochure and application in order to keep it quick and simple. He also opined that they should only have one offsite meeting within the next six months to see how it goes before scheduling more offsite meetings.

Discussion ensued about grants being uncapped, the possibilities of NEP grant funding being increased in the future, no carryovers from the last fiscal year budget, and issues that may arise resulting from increased outreach efforts.

In response to Vice-Chair Badenoch's comment about the infrastructure for water distribution to older neighborhoods, Chairman Shultz pointed out that would be part of the Capital Improvement Projects (CIP) Plan. Commissioner Schild explained that they place them on rotating 10-15 year cycles.

In response to Vice-Chair Badenoch's inquiry about small projects, Ms. Mead reported that all types of projects could now approach the Commission, with the exception of Rock the House, which is done on a weekly basis but is still funded through the Commission's budget.

Commissioner Pompe suggested the strategy of presenting City Council with all the great projects that meet the guidelines, even if the total exceeds the current Commission budget. By providing City Council with a prioritized list, the Commission can leave the final decision up to Council.

Chairman Shultz reported that after the workshops in the fall, Ms. Mead should have a sense of how many and what types of projects are applying for funding. In response to Commissioner Horwitz' inquiry about Council approving funding throughout the year, Ms. Mead stated that City Council approves one big budget once a year, with contingency funding throughout the year.

At the City Council meeting, Councilman Lane had pointed out that the new Guidelines changes should initiate communication between departments. Discussion ensued, clarifying that crossover projects should be referred to other programs when appropriate.

In response to Ms. Mead's inquiry about application and brochure review, Commissioner Kern suggested that she submit the documents to Commission members by email, allowing 72 hours for comment submission. Chairman Shultz stated that they could arrange a special subcommittee meeting should any large issues arise. He indicated that they would have only one offsite meeting on December 14, 2006.

Ms. Mead reiterated that the workshops will be in early September and she will request that applicants attend the workshops, even those who most recently attended, since the Guidelines have changed and they will now be in competition for the grants. She will explain that there is no cap on the funds as long as they meet the guidelines, and if they have a huge project they should consider phasing it to improve their chances of approval. She will also invite Commissioners to the workshop for introductions.

Chairman Shultz suggested that Ms. Mead point out that the Commission's role is to make recommendations to City Council for final approval. Commissioner Kern recommended that the offsite meeting take place south of Chaparral/Indian Bend. Discussion ensued regarding meeting at the new Senior Center.

Chairman Shultz recommended that they plan a retreat for October in order to discuss a future work plan that includes meetings, goals, responsibilities, topics, projects, etc.

3. Update and Discussion of Neighborhood Enhancement Partnership Program Audit No. 0516.

Ms. Mead presented the Action Plan from the audit, providing an overview of each action with explanation.

Recommendations and Management Response:

1. Assess proposed projects in light of the NEP program's intended purpose.
2. Comply with established guidelines set out for the request and approval of NEP project funding.

Ms. Mead reported that the new Guidelines have addressed both 1 & 2, and staff will ensure that each project that applies fits within the new program criteria.

3. Ensure the accuracy of information on check requisitions when signing them.

Ms. Mead stated that they now have two people signing the check requisitions.

4. Establish measurable and meaningful performance goals for use in periodic assessment of NEP program operations. Develop written procedures that set out how and how often this information is to be gathered and reported and to whom the reports are to be presented.

Ms. Mead suggested that the Commission discuss and establish performance goals at the October retreat.

5. Either modify requirements for the timely completion of projects or adhere to the existing requirements with the use of a tickler system designed to trigger follow-up inquiries as to project status prior to the expiration of the six-month project completion window.

Ms. Mead reported that staff has set up a tickler system on their calendar for recently approved applicants and any outstanding past applicants. One month before all projects reach their six-month completion deadline, staff will send a reminder letter indicating that they need to request a time extension or provide their final documentation.

Ms. Mead stated that she has notified all outstanding projects in writing that their six months are up, requesting their final documentation. She has received responses from all of the projects.

6. Develop an equitable form of advertising for the Rock the House program if it is to continue.

Ms. Mead reported that staff has approached every possible outreach avenue about this program such as Code Enforcement, the Revitalization Guide, City Cable 11, and the Scottsdale Pride utility bill insert. She stated that they are still working on scanning in and organizing completed projects "before" and "after" photos. Commissioner Kern volunteered to take photos of completed projects and to assist with their organization.

In response to Commissioner Pompe's inquiry about a project he viewed from a trolley ride with the mayor, Chairman Shultz explained that it was probably part of the Beautification Award. Ms. Mead suggested that they discuss the possibility of starting a new Beautification Award program at the retreat.

7. Regularly organize and properly file NEP project documentation within a week of receiving them.

Ms. Mead reported that they have binders on the top shelf of the common area, where all of the NEP project documentation is well organized.

In response to Vice-Chair Badenoch's inquiry about documentation purging, Ms. Mead reported that they have to keep the original documentation in the office for seven years.

8. Implement controls to exercise appropriate oversight over expenditures charged to the NEP program. The controls should include regular review of what is charged to the program for the purpose of identifying anything that is not appropriate so that corrective actions can be taken.

Ms. Mead stated that Melanie has set up a separate book for keeping a running tab of all of the expenditures, invoices, etc. She can now request a balance at any point in time. Ms. Mead reported that she would also be keeping a record in order to provide monthly reports, recap sheets, and a dollar balance.

9. Reevaluate the adequacy of the Rock the House guidelines to control cost-related risks, to achieve participant compliance with requirements once rock landscaping has been provided, and to address the applicability of HIPAA requirements.

Ms. Mead reported that staff went back and discussed the square footage limitations, who can qualify and who cannot when they added the landscape assistance program, in terms of possible options for helping people. This is now in the form of a folder that includes all forms/information. Ms. Mead offered to provide sample folders for the Commissioners at their September meeting.

Chairman Shultz suggested that at the retreat they discuss, the possibility of Rock the House being funded through donations from large corporations such as Home Depot or Lowe's. Ms. Mead reported that staff will try to include funding for the Rock-the-House program in a separate account in next year's budget, pending City Council approval, rather than out of the NEP account. She indicated that they could save approximately \$15,000 to \$20,000 in the NEP account.

Commissioner Horwitz indicated that he brought up the issue of donations three years ago and found that it has to be discussed with the Legal Department.

10. Establish pricing agreements designed to control the cost of Rock the House projects.

Ms. Mead reported that this issue was addressed as part of Purchasing's contracts with rock companies.

11. Present, for City Council approval, an ordinance that establishes what NEP will consist of in terms of specific programs, the criteria that will govern those programs, and who will be responsible for implementing them.

Ms. Mead stated that a question about this came up at the Council meeting July 11. Upon review of the current Ordinance, it was found that it already gave the Commission the authorization/responsibility to make recommendations to City Council.

There was no need for a new ordinance since Option A was approved by City Council from the three Options previously outlined by staff addressing the Ordinance issue and funding request process.

12. Require that CNR staff obtain City Council approval before implementing any additional programs under the NEP program.

Ms. Mead reported that the current understanding is they will go to Council every couple of years with the Commission's recommendations for revised Guidelines.

13. Place responsibility with CNR staff for taking direct control over the administration of NEP operations and not rely on the Commission to take on these responsibilities.

Ms. Mead stated that this issue has been addressed.

14. Designate the personnel that will be responsible for ensuring CNR compliance with the Records Management Manual and establish a time frame by which compliance will be achieved.

Ms. Mead reported that staff will ensure that all approved project documentation is kept for seven years. Chairman Shultz indicated that the State requires the documents be disposed of after seven years.

In response to Commissioner Pompe's inquiry about security issues related to financial records, Ms. Mead reported that was primarily related to Rock the House.

Chairman Shultz pointed out that in the future they would be requesting financial records, and a security system policy and procedure would need to be implemented. Discussion ensued regarding financials being public record, and asking the Clerk's Office or the City Attorney about what the procedure should be.

Recommendations (from Other Departments) and Management Response:

1. The Financial Services General Manager should take steps to ensure that NEP expenditures are authorized out of, and reflected in, the appropriate departmental operating budget.

Ms. Mead reported that Financial Services sends out monthly budget reports and Citizen & Neighborhood Resources will monitor all NEP expenditures.

2. The City Manager and the Financial Services General Manager should reinforce with City staff, including upper management, that the only expenditures appropriate for payment are those that meet the purpose set out for the budgetary item.

Ms. Mead reported that Financial Services would address this issue.

3. The City Manager should ensure that steps are taken to assess the potential for consolidating citywide income verification processes to one area. If practicable, institute a one-stop shop concept for qualifying applicants for programs with income ceilings.

Ms. Mead stated that this talks about having a one-stop shop for reviewing financial documents for anyone who applies for assistance through the City. Staff have talked to other departments about their interest and found everyone wants to keep things the way they are.

4. The City Manager should ensure that steps are taken to develop Citywide guidance on the requirements for safeguarding confidential citizen information.

Ms. Mead pointed out that this was previously discussed under #14. Staff will check with the Clerk's Office and the City Attorney.

4. Staff and Commission Updates (A.R.S. § 38-431.02 (K)).

Ms. Mead presented the NEP Recap consisting of the new 2006 cases, and match amounts, and any 2005 projects that have requested a time extension.

Commissioner Kern suggested that they add a separate column where they can calculate at a later date how much money is being matched by all of the approved projects.

Discussion followed regarding the paid/approved discrepancy on the Scottsdale Pride Committee Treasures 'N Trash project. Ms. Mead explained that Treasures 'n Trash and the GAIN event would be coming out of the Operating Budget from now on.

Commissioner Horwitz suggested that they add a column to include how many residents or households the grant program affected. Commissioner Pompe suggested that they divide the total amount of grants by the number of households to get a statistic to validate the program. Chairman Shultz offered to provide Ms. Mead sample forms that could be adapted.

5. Open Call to the Public (A.R.S. § 38-431.02)

No members of the public wished to address the Commission.

6. Next Meeting Date and Future Agenda Items

Chairman Shultz reported the next meeting would be September 14, 2006 and one agenda item would be the application update.

Commissioner Kern suggested that community sponsorships be included on the agenda. Commissioner Pompe suggested that they not mention a specific amount or price when approaching an organization for sponsorship. Commissioner Horwitz suggested that they gather a list of donation programs already in existence.

Commissioner Kern suggested that they have a City representative come to the September meeting to provide a detailed update on the McDowell Road Corridor or Downtown Scottsdale's Revitalization. Chairman Shultz stated that they might have time for a half-hour presentation by one person, suggesting John Little.

Ms. Mead pointed out that Judy Register suggested a joint meeting with the Housing Board. Chairman Shultz recommended that they discuss that at the retreat, indicating that he would also like to see joint meetings with other bodies, such as the Parks & Recreation Commission. Commissioner Kern suggested that they have a conference setting, where every group can provide a 20-minute presentation.

Commissioner Pompe recommended having a facilitator at the retreat (Strategic Workshop), along with staff members attending to provide input. Chairman Shultz suggested they contact Chris Vassall. He suggested that they start the retreat at 5:00 or 5:30 for approximately three hours.

Ms. Mead suggested that they invite some of the other departments attend to talk for 15 minutes, such as Water Conservation to talk about their rebate program. Chairman Shultz requested that Ms. Mead prepare a list of suggested departments to attend the retreat for the September meeting.

ADJOURNMENT

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 7:13 p.m.

Respectfully submitted,
AV-Tronics, Inc.